



**Springfield-Greene County Library Board of Trustees  
April 17, 2018  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, April 17, 2018, at 4:00 p.m. at the Schweitzer Brentwood Branch Library, 2214 Brentwood Blvd., Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<b><u>Present/Absent</u></b>
a. Michele Risdal-Barnes, President and Member:	Present
b. Steven Ehase, Vice President and Member:	Absent
c. Ashley Norgard, Secretary and Member:	Present
d. Derek Fraley, Treasurer and Member:	Present
e. Cindy Waites, Member:	Present
f. Catherine Moore, Member:	Present
g. Andrea McKinney, Member:	Absent
h. Bill Garvin, Member:	Present

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

2. Disposition of Minutes: The minutes of the March 20, 2018 meeting were reviewed.

Moore moved to approve the minutes as presented for the regular session board meeting of March 20, 2018; Waites seconded. Risdal-Barnes yea, Fraley yea, Norgard yea, Waites yea, Moore yea, Garvin yea. Motion carried.

3. Standing Committees:

Finance and Personnel Committee: Norgard reported for the Finance-Personnel Committee that met Monday, April 16, 2018 at 12:00 p.m.

Norgard reported highlights from the March 2018 financials as presented. Specific documents covered included:

- Monthly Budget Summary Month Ending March 31, 2018
- Discretionary Budgets Expenditures March 2018
- Balance Sheet March 2018
- Cash Flow Report March 2018

Buildings and Grounds Committee: Garvin reported for the Buildings and Grounds Committee that met Tuesday, April 10, 2018 at 8:00 a.m.

Garvin reported highlights including:

- After 47 years, we now officially own the Schweitzer Brentwood Branch and Midtown Carnegie Branch. Quitclaim deeds are now in-hand following a paperwork error at the city.
- The other two items were closed session items to be discussed today at closed session.

4. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for April 2018. Please see *Executive Director's Report* for April 2018.

5. Foundation Update:

Development Director Melissa Adler gave the report. During April, the Library Foundation received a ReNew Brentwood Capital Campaign outstanding pledge from the O'Reilly Family in the amount of \$5,000. The Library Foundation Board will be holding a planning retreat during the month of May. The first yearly distribution from the Laton Endowment is scheduled for October 2018 and should total about \$22,000.

6. Old Business:

A signed copy of the second lease modification agreement with Panera Bread has been received and filed in the Library's Business Office.

7. New Business:

*none*

8. Miscellaneous Items

Recognition of retirement for Peggy Hanes. Peggy has been with the Library for 37 years and is currently a library assistant at the Park Central Branch. Peggy has worked at nearly all of the library locations through the years. A commemorative photo album was given to Peggy as a gift of appreciation for her years of service.

Adjournment to Closed Session: There being no further business, Risdal-Barnes called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 2. Norgard moved to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 2. Garvin seconded.

Roll call vote on adjourning to closed session: Risdal-Barnes yea, Fraley yea, Norgard yea, Waites yea, Moore yea, Garvin yea. Motion carried.

The regular session was adjourned at 4:38 p.m.

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Board of Trustees

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Business Office Manager



**Board Planning Retreat  
Springfield-Greene County Library District  
April 17, 2018  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met for a planning retreat on Tuesday, April 17, 2018, at 12:00 p.m. at the Schweitzer Brentwood Branch Library, 2214 Brentwood Blvd., Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

	<b><u>Present/Absent</u></b>
Michele Risdal-Barnes, President and Member:	Present
Steven Ehase, Vice President and Member:	Absent
Ashley Norgard, Secretary and Member:	Present
Derek Fraley, Treasurer and Member:	Present
Cindy Waites, Member:	Present
Catherine Moore, Member:	Present
Andrea McKinney, Member	Absent
Bill Garvin, Member:	Present

Agenda items were discussed in the following manner:

1. Board openings - Regina Greer Cooper led the discussion. The board discussed current board openings by examining the skill set they are currently seeking for the positions. Derek Fraley is not renewing in July and Matthew Simpson has withdrawn due to his recent appointment to city council, and that leaves two openings on the board for the 2018-2019 year. Suggestions and input was shared around the table. Regina was given names of potential board members to approach in the coming weeks.
2. Review of out-of-county fees - Jim Schmidt led the discussion. Discussion of the current fee, a brief history of fees through the years, and the pros and cons of raising the rate were discussed. The board discussed tying the fee to the annual assessment as a good measure. The board expressed their intention to review this fee every 5 years to make sure the amount is keeping pace with assessed valuation of real estate in Greene County. Last time a fee increase occurred, the board approved the increase at an annual planning retreat in April and the increase was effective July 01.

Waites moved to increase the annual out-of-county fee from \$65 to \$80 effective July 1, 2018. Risdal-Barnes seconded. Fraley yea, Risdal-Barnes yea, Norgard yea, Waites yea, Moore yea, Garvin yea. Motion carried.

3. Review of SBWD Sunday hours - Regina Greer Cooper led the discussion. The board discussed current hours and staffing levels at all three branches which are open on Sunday. Sunday hours have been very welcomed at all three branches. The traffic and staffing are comparable to each branch's size and resources.
4. Strategic plan update - Regina Greer Cooper gave an update on the progress made specific to many of the activities and goals included in the 2016-2020 Strategic Plan.
5. Opportunities & threats on the horizon for the budget - Regina Greer Cooper distributed a chart of identified opportunities and threats to the library's budget in the years to come. Please see the chart for specifics.
6. PILOT presentation - Sarah Kerner, Economic Development Director, City of Springfield gave a presentation on the current state and future condition of PILOT projects located in the City of Springfield. PILOT is an acronym for Payment in Lieu of Taxes. Please see Kerner's presentation for specifics.
7. Patron survey - Michele Risdal-Barnes led the discussion. The purpose of the patron survey proposed by Risdal-Barnes is to get analytic information on how the branches are being used. See the printed example. Michele worked with Jill Renner-Mowris from H2 Market Research to develop this survey example. Questions and feedback about the survey were given. It was determined that we can give you a lot of analytical information from our existing data and will pursue that analysis in the future.
8. Statistics reporting options - Electronic Resources Librarian Renee Brumett led the discussion. Examples of possible statistical reports to be presented to the board in the coming months were presented. The board suggested that Cooper and Brumett work with the Programs-Services-Technology committee of the board to work out a schedule of specific statistics to be shared with the board monthly.
9. Time for a policy review – This topic was skipped as we ran out of time set aside for the planning retreat.

Retreat adjourned at 4:54 p.m.

*In accordance with ADA guidelines, if you need special accommodations when attending any Library meeting, please notify the Business Office at 883-5366 at least 3 days prior to the scheduled meeting.*

**Our mission:** To improve and enrich the lives of our users through information, education and recreation. The Library values the citizens of Greene County and responds to their needs by providing clean and inviting buildings, well-organized and up-to-date collections, friendly professional service and well-trained staff who are committed to the Library vision.